

29 SEP 1972

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MEMORANDUM FOR: CIA, Records Administration Officer

SUBJECT : Annual Paperwork Awards - 1972

1. Today, the National Archives and Records Service, GSA (for AREA) will mail a letter to the following individuals and their Agencies notifying them of the 1972 Ceremony to honor these awardees:

SPECIAL AWARDS

Richard D. Brown  
Col. David R. Coggins  
Thyle H. Nielsen  
William Noonan  
Richard H. Graham  
Gerald C. Quinlan  
Stanley Kazday

Office of Secretary of Defense  
Department of Air Force  
Atomic Energy Commission  
ACTION  
Veteran's Administration

INDIVIDUAL CITATIONS

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William E. Brown  
Lois M. Gifford  
[REDACTED]  
Emanuel M. Kline  
James A. Mague  
[REDACTED]  
Commander Stephen R. Ruth  
Dennis J. Schneider  
Edward A. Zacha

Department of State  
Defense Supply Agency  
Central Intelligence Agency  
Selective Service System  
Department of H. E. W.  
D. I. A.  
Department of Navy  
U. S. Postal Service  
G. S. A.

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GROUP CITATIONS

Betty F. Berthold

Civil Service Commission

P. Kent Bailey

Diana Erceg

Priscilla Hollaway

Department of Treasury

Ross Thomson

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2. Last year Mr. [redacted] of CIA received a special award [redacted] STATINTL and [redacted] represented the Agency, in Col. White's place, at the ceremonies. The awardee, spouse, and Agency representative [redacted] received complimentary tickets. In earlier years [redacted] [redacted] were so honored. The Agency always has had a sizable group of interested individuals and Records Management Officers who bought tickets and attended.

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3. The AREA officials and NARS have asked me to handle some of

the tickets in CIA this year. If you have no objection, I will notify the

Senior Records Officers of this up-coming Award Luncheon and the

availability of tickets.

4. For your information attached is a copy of last year's Program Booklet with a brief note on [redacted] award. Also enclosed is an announcement of this year's luncheon on Wednesday, 18 October. I am told the featured speaker is from the White House Staff. The President usually sends a message to the ceremonies. Please call me on extension [redacted] if you want any tickets. I will have to close the sales and make returns by 12 October.

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Attachments: As Stated

# *Eighth Annual* FEDERAL PAPERWORK MANAGEMENT AWARDS LUNCHEON



"In recognition of distinguished work in the United States Government exemplifying in an outstanding manner the highest characteristics of public service through paperwork improvement and simplification."

*Toastmaster*  
**HAROLD J. KOENIG**  
President  
Association of Records Executives and Administrators

★  
*Awards Presentation*  
**HON. ROD KREGER**  
Deputy Administrator, GSA

★  
*Luncheon Address*  
**DAVID R. YOUNG**  
Spec. Ass't. on Nat'l Security Council Staff  
and  
Member, Interagency Classification Review Committee

SPECIAL HONORS TO THE UNITED STATES  
BY THE JOINT ARMED FORCES COLOR GUARD

Join with us in honoring thirty four nominees from eighteen agencies  
for excellence in the war against Federal paperwork proliferation.

**DATE: Wednesday, October 18, 1972**  
**TIME: Social Hour, 11:30 - Luncheon, 12:15**  
**PLACE: Washington Hilton Hotel**  
International Ballroom East  
**PRICE: \$6.50 (including gratuities)**

**For Tickets-Please Contact:** \_\_\_\_\_

*Seventh Annual*  
**FEDERAL  
GOVERNMENT  
PAPERWORK  
MANAGEMENT  
AWARDS**

*November 10, 1971*

**WASHINGTON HILTON HOTEL**  
Washington, D.C.  
**WEDNESDAY, NOVEMBER 10, 1971**

ABOUT AREA -- YOUR HOST

The Association of Records Executives and Administrators (AREA) is an organization with chapters in New York City and Washington, D. C., and members-at-large throughout the world.

The objectives and purposes of this organization are:

- to promote and foster the improvement of records administration through study, education, and research;
- to advance professional knowledge and techniques by sharing experience and information in the records management field;
- to develop and advance standards of professional competence in the records management field.

AREA's National Headquarters is in New York City.

AREA  
P. O. Box 4259  
Grand Central Station  
New York, N. Y. 10017

IN APPRECIATION

For seven years excellence in Federal records management has been highlighted and recognized at these luncheons. Each year new examples of noteworthy achievements have served to broaden our own horizons of what can and ought to be done.

We feel that the benefits have been far reaching and are representative of the often unsung contributions to efficient Government being made by highly dedicated professional public servants.

AREA is grateful for the privilege of honoring those who have distinguished themselves through resourcefulness in developing simplified paperwork processes.

DUDLEY F. JUDD

International President  
Association of Records Executives  
and Administrators

ASSOCIATION OF RECORDS EXECUTIVES  
AND ADMINISTRATORS

AWARDS LUNCHEON PROGRAM

SPECIAL AWARDS BOARD

Presiding as Luncheon Toastmaster

JOHN L. PRICE  
Manager, Reference Systems Division  
Standard Oil Company (New Jersey)  
New York City, N. Y.

DUDLEY F. JUDD  
International President  
Association of Records Executives  
and Administrators

GEORGE A. ROLL  
Staff Vice President & Corporate Secretary  
AMF Incorporated  
New York City, N. Y.

Luncheon Address

GEORGE J. MARTIN  
Vice President, Services Division  
First National City Bank  
New York City, N. Y.

Honorable  
DWIGHT A. INK  
Assistant Director  
Office of Management and Budget  
Executive Office of the President

Presentation of Awards

HAROLD J. KOENIG  
Vice President, AREA, &  
Assistant Archivist for  
Records Management  
National Archives & Records Service  
General Services Administration

C I T A T I O N

"In recognition of distinguished work  
in the United States Government  
exemplifying in an outstanding man-  
ner the highest characteristics of  
public service through paperwork  
improvement and simplification."

CITATIONS

Individual Citations

ROBERT S. COCHRAN  
Department of the Army

Lt. Col. HARRY R. MANKINS  
Department of the Air Force

Miss REBECCA R. McCOY  
Department of Transportation

Miss NORMA E. RESNICK  
Small Business Administration

HERMAN C. SLASKI  
Department of the Treasury

MURLE A. WHITTINGTON  
Department of Justice

Group Citations

OTTO D. HAVELAND  
BOLTON L. PIERCE, Jr.  
Department of the Navy

HAROLD HOOPER  
BOBBY DOVE  
MINOS GEORGARAKIS  
Library of Congress

SPECIAL AWARDS

FERDINAND J. BARTILUCCI  
Veterans Administration

WILLIAM J. BERAN  
Department of Defense (DSA)

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CECIL B. MATTHEWS  
Department of Commerce

LOREN L. RADEMACHER  
U. S. Atomic Energy Commission

[redacted]  
Chief Systems Administrator  
Central Intelligence Agency

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In his capacity as Chief Systems Administrator, [redacted] has

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directed an organization responsible for the implementation of automatic data processing support to various significant areas of CIA. He has served as technical advisor in developing and evaluating machine policy and application, and represented the Agency on ADP application and consultations with certain foreign intelligence services, and he has been highly effective in negotiations with commercial companies and agencies in the Intelligence Community.

He has redirected a major project for the mechanization of a large index in order to perform name traces by computer. In this effort he has guided the development, programming, and testing of a major computer system. The prototype system concerned with name tracing is designed to be expanded to accommodate an index in the millions. It is a pioneering effort in that name spelling variations are routinely searched and the names processed.

The automated index will relieve name tracers of a tedious clerical chore and provide a higher quality search. Successful completion of the prototype index will represent a breakthrough, and will be emulated by U. S. and foreign agencies which perform tens of thousands of name checks daily.